

**PLAN-IN-HAND
MEMORANDUM REVIEW**

DISTRICT NO.:_____ P/H INSPECTION MADE ON:_____

S.P. NO.:_____ ROUTE NO.:_____

F.A.P. NO.:_____ PARISH:_____

NAME:_____

PLAN-IN-HAND PARTY

NAME	TITLE	AGENCY	SECTION

PLAN-IN-HAND
INSPECTION REPORT

YES NO COMMENTS

TYPICAL SECTION SHEETS:

1.	Is the District in agreement with the proposed pavement types?			

SUMMARY SHEET:

1.	Will an item for cleaning of existing ditches be required?			
2.	What types of temporary erosion control items will be required?			
3.	How many construction entrances will be required?			
4.	Is the method of payment for removal of pavement satisfactory?			
5.	Will temporary maintenance aggregate be required? If so, how much?			
6.	Will granular material be required for backfill?			
7.	Is the method of payment for earthwork satisfactory?			
8.	Are special erosion control items necessary?			
9.	Will an item for muck excavation be required?			

YES NO COMMENTS

PLAN PROFILE SHEETS:

1.	Is adequate right-of-way provided for relocation of utilities?			
2.	Will any right-of-entry agreements be required? Is this satisfactory? Who will secure it?			
3.	Will construction be impacted by existing horizontal or vertical clearance?			
4.	Is adequate outfall information shown?			
5.	Has sufficient drainage excavation and/or cleaning of outfall laterals necessary for adequate drainage been shown?			
6.	Will cleaning be required for existing drainage structures?			
7.	Will special ditch protection items be required?			
8.	Will any underdrains be required?			
9.	If retaining walls are necessary, will they be cast in place or mechanically stabilized?			
10.	Are there any oil or gas wells on the project that do not show up on the plans?			

	YES	NO	COMMENTS
11. Are there any noticeable encroachments on the right-of-way? Are existing improvements within 50' of required right-of-way shown on the plans?			
12. Any potential hazardous waste site/ust?			
13. Will construction or drainage servitude be required?			

GEOMETRIC DETAILS:

1. Are there any areas where improvements can be made to the alignment?			
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SEQUENCE OF CONSTRUCTION:

1. Is through traffic to be maintained?			
2. For local traffic only, will school buses, mail carriers, or other local traffic require special maintenance of traffic provisions?			
3. If temporary sheeting is required to maintain traffic, is the method of payment satisfactory?			
4. Does the detour limits exceed the limits of roadway improvements?			
5. Can detours be built due to grade difference between new and existing roadways?			

	YES	NO	COMMENTS
6. Check for conflicts between new roadway and existing roadway being used to maintain traffic.			
7. Method of payment for detour (if required).			
8. Can drainage be maintained during construction?			
GENERAL:			
1. If sub-surface drainage is being used, is there any evidence of effluent sewerage entering existing roadside ditches?			
2. Are all utilities shown? Pipelines shown in profiles, if applicable?			
3. Have 60% comments been received from the District?			
4. Are there any major utility conflicts?			
5. Are there any major right-of-way conflicts?			
6. Will sawed joints be required for limits of pavement removals (including walks, drives, cross-overs etc.)? If yes, is the method of payment satisfactory?			
7. Will any materials be salvaged? If so, where should this material be hauled?			

	YES	NO	COMENTS
8. Is there any extra-ordinary maintenance problems or procedures anticipated as a result of the proposed project?			
9. Is a clearing and grubbing project recommended?			
10. Will surcharging the embankment be required?			
11. Are there any proposed permit requests that will affect this project? (404, NW,)			
12. Are the drainage and construction servitude large enough for equipment mobilization?			
13. If this project creates any additional mileage for our system has Planning been notified for potential exchange with cooperating agency?			
14. Do any recommended changes exceed the original scope of the project?			
15. Does the limit/scope of the project match those in the environmental document?			
16. Are there any mitigation items that need to be addressed in plan development?			

17. List below any comments or recommendations concerning the roadway.

	YES	NO	COMMENTS
BRIDGE PLANS			
1. Is stationing of beginning and end of existing bridge shown?			
2. Is description of existing bridge shown?			
3. Is high water elevation shown?			
4. Is drainage area shown?			
5. Is required area of opening shown?			
6. Is stream navigable either by law or local usage?			
7. Is a U.S.G.S. report recommended?			
8. Have recommended channel changes been shown?			
9. Is the stream meander shown within right of way and/or beyond where necessary?			
10. Is sufficient right of way shown at each structure?			
11. Is detour required? If yes, (A) has the location, type, length, width, area of opening, surfacing, and other details been shown?			

	YES	NO	COMMENTS
12. Is stream subject to drift?			
13. Is stream subject to scour?			
14. Will revetments be required? If yes, has the type, location and other details been shown?			
15. Is drainage excavation required?			
16. Are pile design loads and type shown?			
17. Have the borings been reviewed and approved?			
18. Have location of test pile(s) been marked on the P/H prints?			
19. Is the use of drilled shafts indicated?			
20. Are there any utility lines that will interfere with pile driving operations and have they been shown on the P/H prints?			
21. Are all utilities that may affect the construction accurately located and details on the P/H prints?			
22. Is there a need for vibration monitoring and site surveys?			

		YES	NO	COMMENTS
23.	Are the location of expansion and fixed ends shown and are they satisfactory?			
24.	Are controlling vertical and horizontal dimensions shown?			
25.	Is the superstructure cross section satisfactory?			

26. The length of permanent piles is to be determined by:

Borings: _____

Test Piles: _____

Record of Existing Structure: _____

27. List below any comments or recommendations concerning this structure.

28. List below any special considerations or agreements recommended for negotiations by the Right-of-Way Section:

List below any additional or special information.

November 1, 2001

List general remarks, comments and/or recommendations below:

[illegible]

The following special problems need to be resolved.

Prepared By: _____

Title: _____

Section: _____

VALUE ENGINEERING

Are there any items that are candidates for value engineering? ☐ Yes* ☐ No ☐ N/A

*If yes, please comment below

REMARKS:This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Value Engineering Team Members:

Project Coordinator -
FHWA Area Engineer -
